

eAuthentication (eAuth) for MINC

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What is eAuthentication?

USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. To conduct official business transactions with USDA, registered customers must have Level 2 Assurance credentials.

What is an eAuth Account?

You can use an eAuthentication account to access a wide range of USDA applications. You gain the convenience of transacting business with USDA online, anytime, anywhere. Your eAuthentication account consists of a User ID, a password, and your customer profile containing information about you that will help USDA applications make decisions about your identity.

What are the advantages of eAuth?

- **Convenience:** The Internet allows you to access information 24 hours a day, 7 days a week. For example, you can complete and submit electronic forms (eForms) any time of day or night from anywhere you have Internet access. Examples in MINC include sending and removing project budgets and tenant certifications within the Fill-a-Form for USDA functional area. You can also complete and submit applications for online services.
- **Faster Processing:** This new service delivery option allows you to complete and file your own forms or applications online, such as project budgets and tenant certifications, because your signature is already electronically "on file."
- **Identity Security:** Information submitted to the Federal Government remains safe and secure because every customer has a unique User ID and password.

What are Level 2 Assurance credentials?

An account with Level 2 Access provides access to all the portals and applications that are covered by an account with Level 2 Access, and also provides the ability to conduct official electronic business transactions with the USDA via the Internet. This includes things such as submitting forms electronically, completing surveys online, and checking the status of your USDA accounts.

MINC requires a Level 2 eAuth account. Level 2 Access permits users to transmit sensitive data to USDA that modifies currently existing system data.

What is required to create a Level 2 account?

You must have a valid email address to register for an account with Level 2 Access. You create a customer profile, User ID, and password that you will remember and respond to a confirmation email within seven (7) days. In addition, you must visit a USDA Service Center in person and prove your identity with a current State Drivers License, State Photo ID, US Passport, or US Military ID. **Please note that if you do not confirm your email within the seven (7) day period, you will have to start the registration process over again by creating another profile with a new User ID.**

What are the User ID and Password requirements for a Level 2 account?

User ID Requirements

Your User ID must be a minimum of 6 characters and cannot exceed 20 characters.

The User ID is not case sensitive. It may contain letters, numbers, and these special characters: "period" (.), "low line" (_), "hyphen" (-), and "commercial at" (@).

Once you create a User ID, it cannot be changed.

Your first and last names must be entered exactly as they appear on the government-issued photo ID that you take to the Service Center to prove your identity.

Create a User ID that you will remember. The User ID must be a minimum of four characters and cannot exceed 10 characters.

You must respond to the confirmation email before going to the Service Center, or the Local Registration Authority (LRA) cannot activate your account.

NOTE: After you present your government issued photo ID at a USDA Service Center and your account is activated, you are required to update your password at your next login to meet Level 2 Access password requirements.

Password Requirements

Your password must meet these requirements:

The password must be a minimum of 9 characters and cannot exceed 12 characters.

The password must contain at least one uppercase letter, one lowercase letter, and one non-alphabetical character, which includes numbers and these punctuation marks: "exclamation mark" (!), "number sign" (#), "dollar sign" (\$), "percent sign" (%), "asterisk" (*), "plus sign" (+), "equals sign" (=), "semicolon" (;), "colon" (:), "question mark" (?), or "tilde" (~).

The password cannot contain any spaces, tabs, or punctuation marks not in the above list.

The password cannot contain your first or last name, User ID, or dictionary words.

Dictionary words include the following: appl, aug, basic, dec, demo, feb, focus, game, ibm, jan, jul, jun, log, mar, may, net, new, nov, oct, pass, ros, sep, sign, sys, test, tso, valid, vtam, xxx, 1234.

Approximately one hour after your Level 2 Access is activated by the USDA Local Registration Authority (LRA), you have access to USDA applications and services that require an account with Level 2 Access. You have the ability to conduct official electronic business transactions with the USDA via the internet.

If you are a MINC user, you can associate your current TP or MA User ID to your eAuth ID, but you cannot use the eAuth ID to log into MINC until August 15, 2006.

How do I create an account?

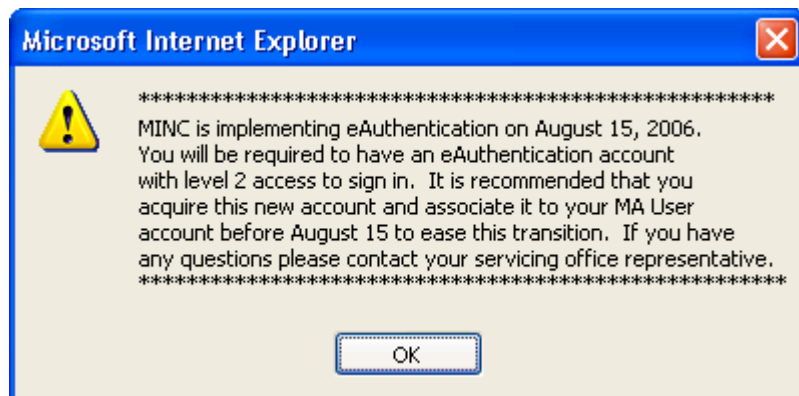
From the MINC Message Board

After you login to MINC using your Management Agents or MA Users user ID and password, the system displays a message indicating that eAuthentication will be implemented on August 15, 2006, and that you should acquire an eAuth account and associate it to your user ID before that date.

If you a Management Agent user, the message displayed is:



If you are an MA User, the message displayed is:

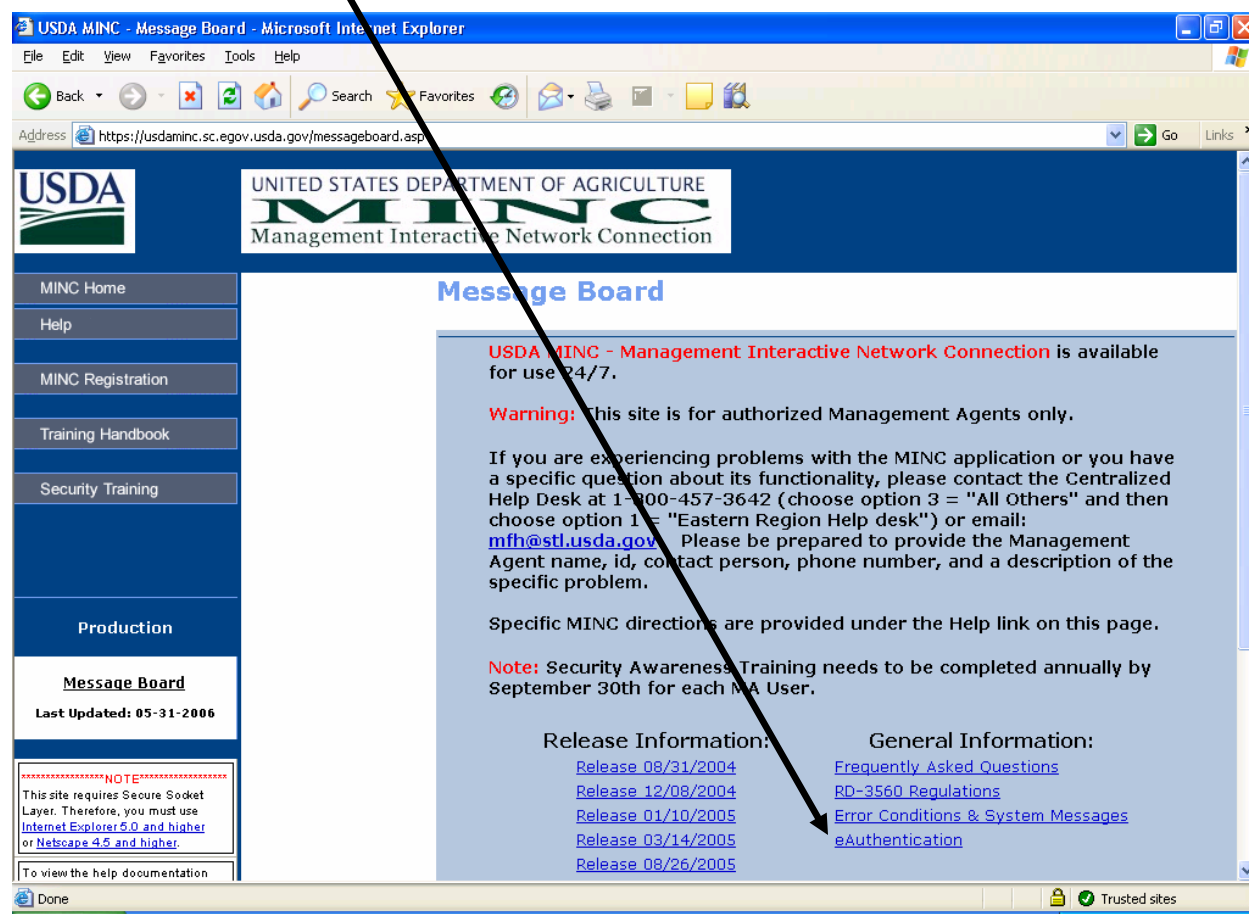


From the navigation panel on the left side of the home page, select the Message Board link.



MINC Management Interactive Network Connection

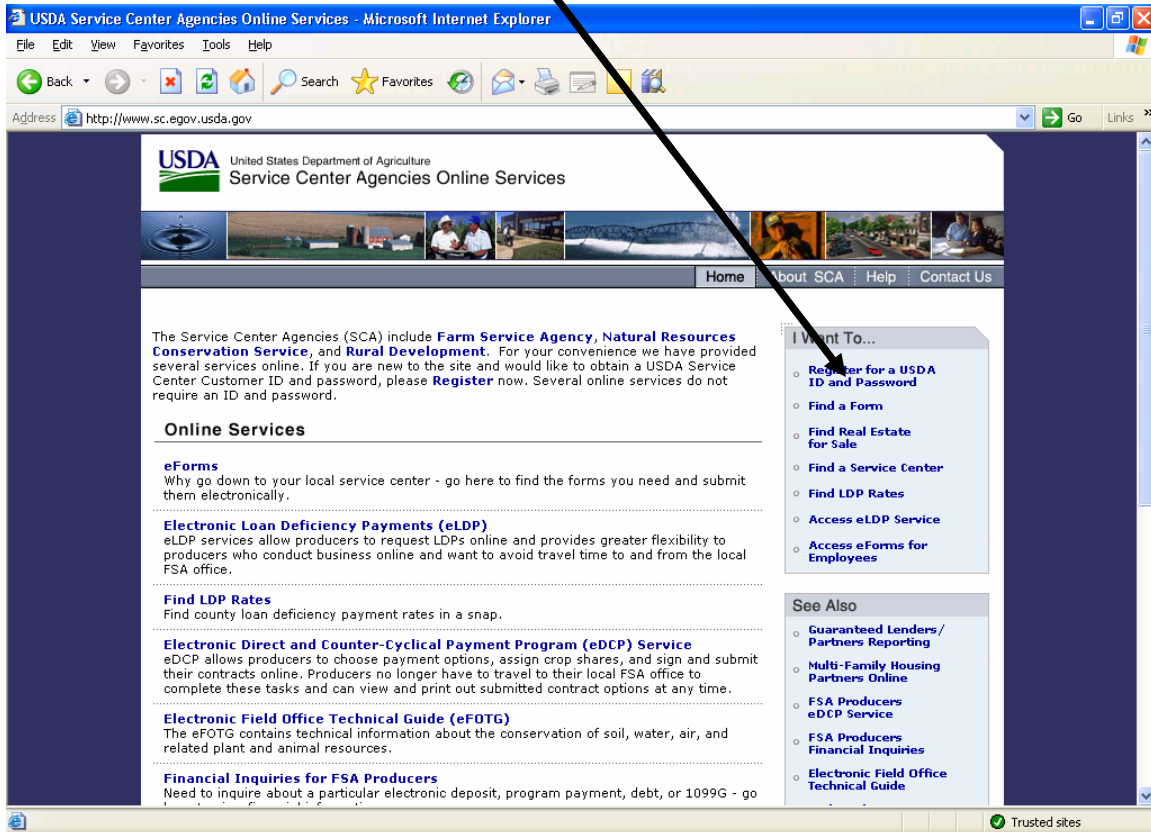
The system displays the Message Board. In the General Information Column, select the eAuthentication link.



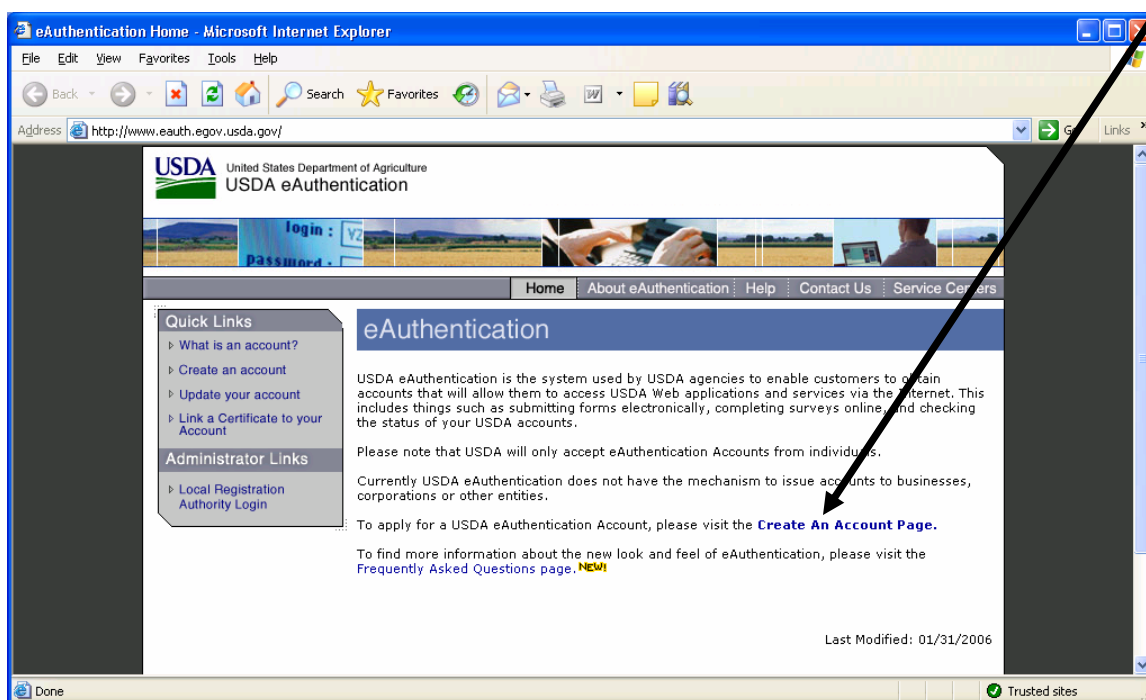
Refer to the section on [Creating an Account](#).

From the Service Center Agencies Online Services page

To register for a USDA ID and Password, log into the Service Center Agencies Online Services website. The website is located at: <http://www.sc.egov.usda.gov>. Select 'Register for a USDA ID and Password'.



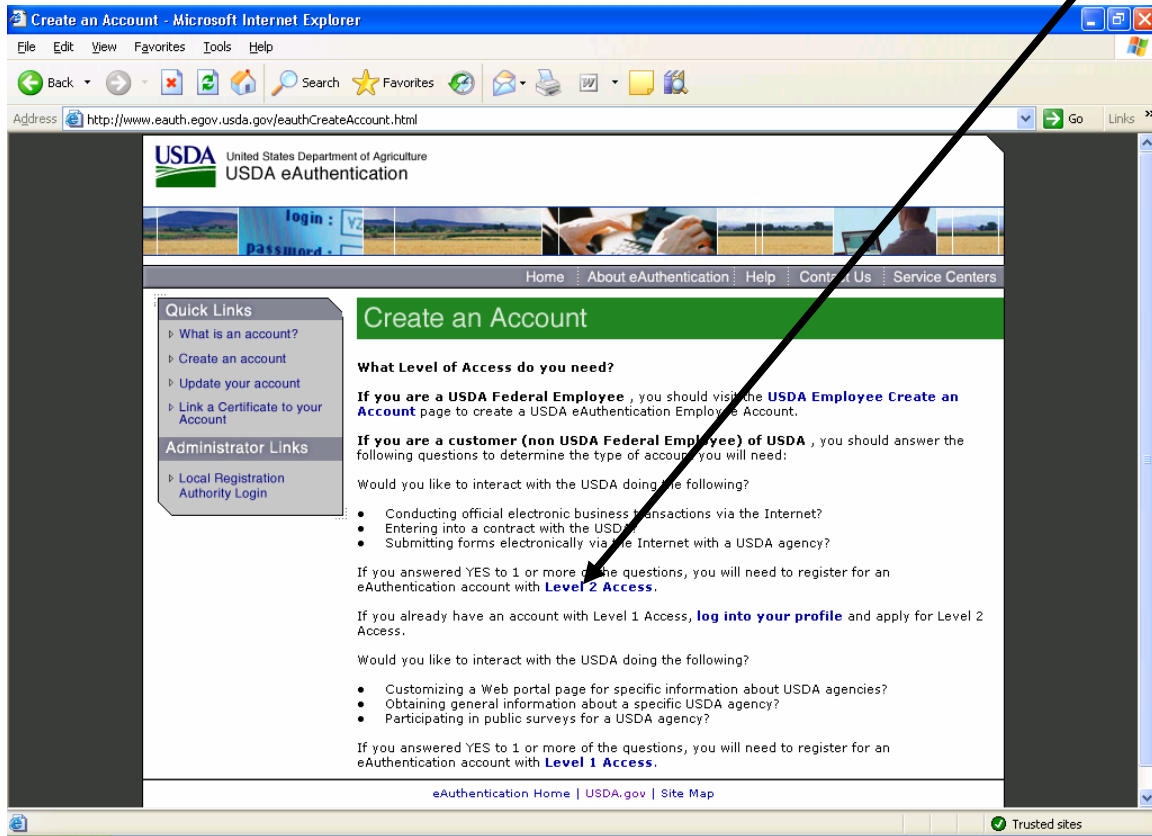
The system displays the eAuthentication window. Select 'Create An Account Page'.



After you make the selection, refer to the section on [Creating an Account](#).

Creating an Account

1. The system displays the Create an Account page. Select 'Level 2 Access'.



- The system displays the Form OMB 0503 0014, Create an Account form. Enter the required information in the appropriate fields and submit the form. **Be sure to make note of the User ID and Password that you submit on this form.** If your account is accepted, you will need them to login to the system after your account is created.

The screenshot shows a web browser window titled "Create an Account - Step 1 of 4: User Information - Microsoft Internet Explorer". The address bar shows the URL: <https://eauth.sc.egov.usda.gov/eAuth/selfRegistration/selfRegLevel2Step1.jsp>. The page header includes the USDA logo and "United States Department of Agriculture USDA eAuthentication". A navigation bar contains links: Home, About eAuthentication, Help, Contact Us, and Service Centers. On the left, a "Quick Links" sidebar lists: What is an account?, Create an account (highlighted), Update your account, Link a Certificate to your Account, and Administrator Links (Local Registration, Authority Login). The main content area is titled "Create an Account" and includes the text: "Form Approved - OMB No. 0503-0014" and "Level 2 Access Step 1 of 4: User Information". It instructs users to click "Employee Create an Account" if they are a USDA Federal Employee. For public customers, it states they should complete the information below and read the "Privacy Act Statement" and "Public Burden Statement". A note indicates that asterisks (*) mark required fields and that names should be entered as they appear on a government ID. The form fields are: User ID* (6-20 characters), Password* (4-10 characters), Confirm Password*, First Name*, Middle Initial, Last Name*, Home Address*, City*, State* (dropdown), and Home Postal/Zip Code*.

USDA United States Department of Agriculture
USDA eAuthentication

login : v2
password :

Home About eAuthentication Help Contact Us Service Centers

Create an Account
Form Approved - OMB No. 0503-0014 [Create an Account Help](#)

Level 2 Access
Step 1 of 4: User Information

If you are a USDA Federal Employee, click [Employee Create an Account](#) to continue with the USDA eAuthentication registration process.

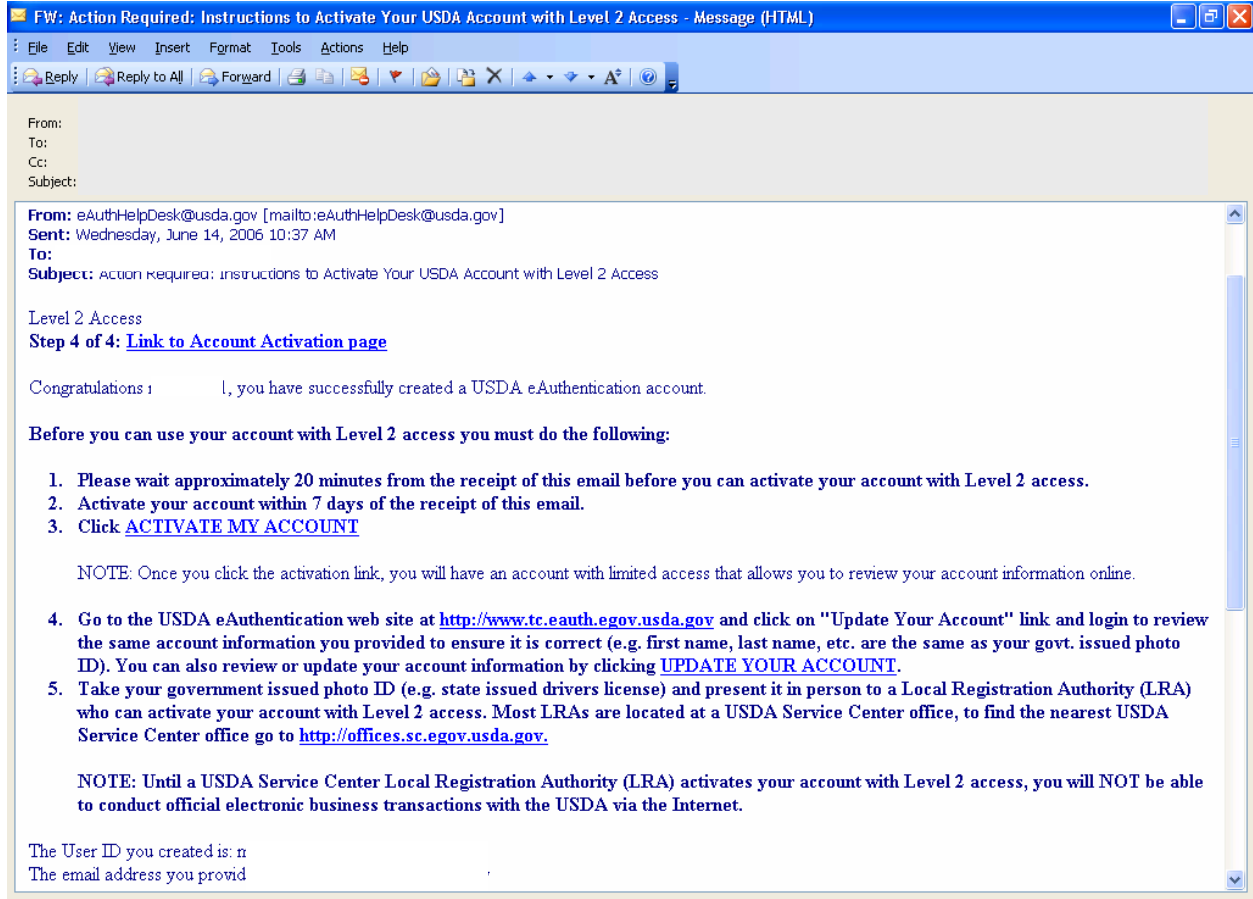
Public customers should complete the information below to create a USDA account. Please read the eAuthentication [Privacy Act Statement](#) and [Public Burden Statement](#) for more information on how your personal information will be protected.

All required fields are marked by an asterisk (*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID*: 6-20 characters
Password*: 4-10 characters
Confirm Password*:
First Name*:
Middle Initial:
Last Name*:
Home Address*:
City*:
State*:
Home Postal/Zip Code*:

Done Trusted sites

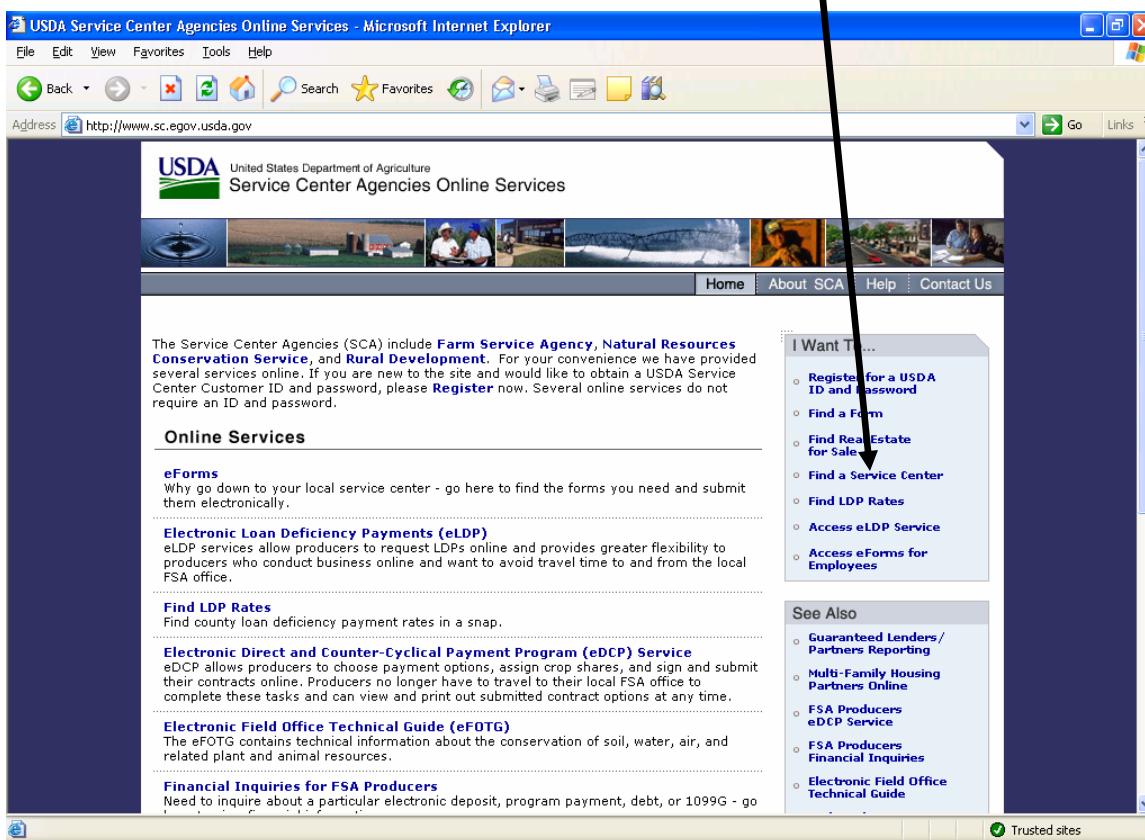
- After you complete the Create an Account form, you later receive a verification email. This verification email provides you with further instructions for obtaining Level 2 access. **You must take action on the instructions contained in the email to activate the account within 7 days of receipt, or you have to start the process over again.**



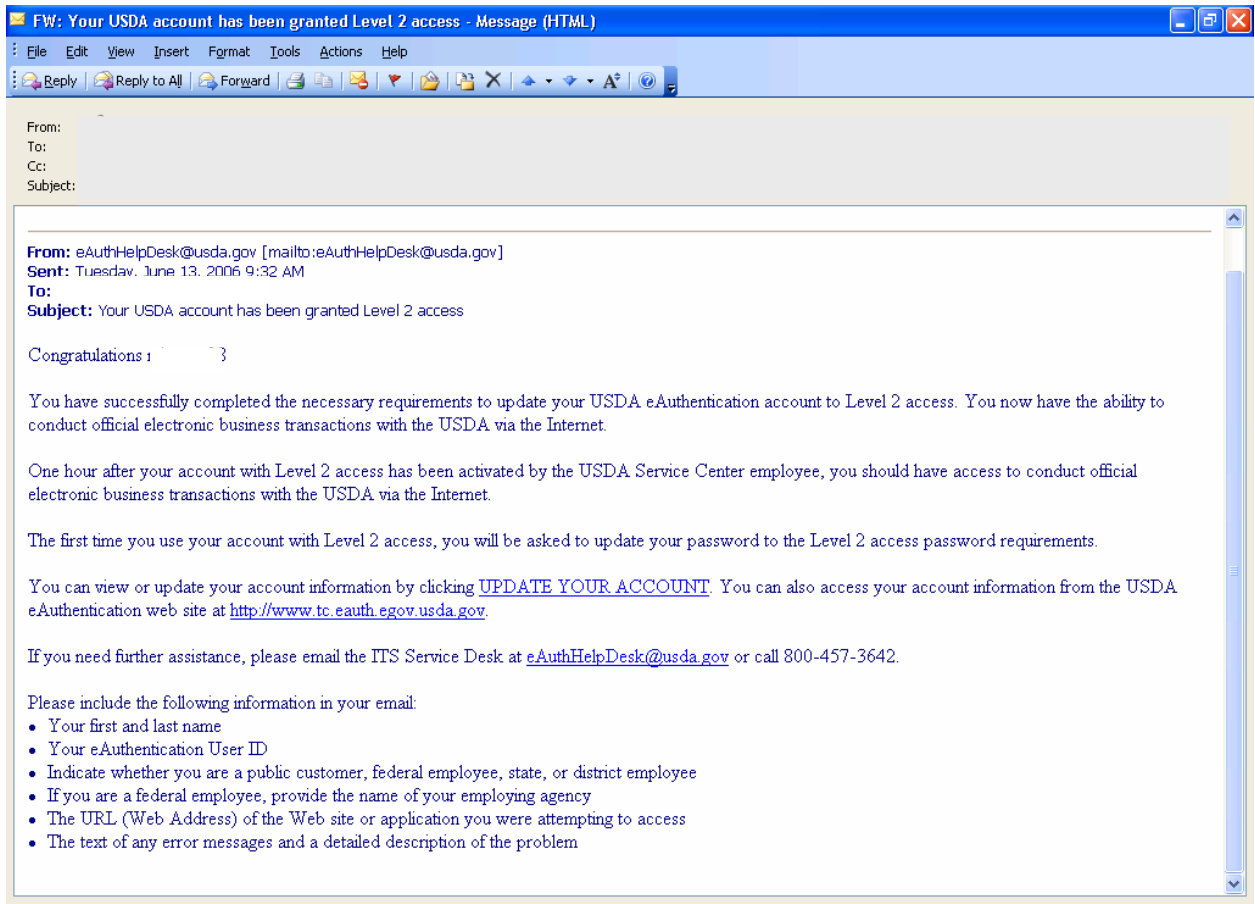
Make note of the following from the verification email:

- Clicking the activation link in the email provides the account with **LIMITED** access that allows you to review your account information online. **THIS IS NOT LEVEL 2 ACCESS.**
- Until a USDA Service Center Local Registration Authority (LRA) activates your account with Level 2 Access, you are **NOT** able to conduct official business with USDA via the internet.

4. In order to activate your Level 2 Access eAuthentication account, you must personally appear at a USDA Service Center and present a government-issued identification to the Local Registration Authority (LRA). Please be sure to call ahead to confirm that the LRA is available. Please refer to <http://www.sc.egov.usda.gov>. The system displays the Service Center Agencies Online Services window. Select 'Find a Service Center' to find the nearest service center.



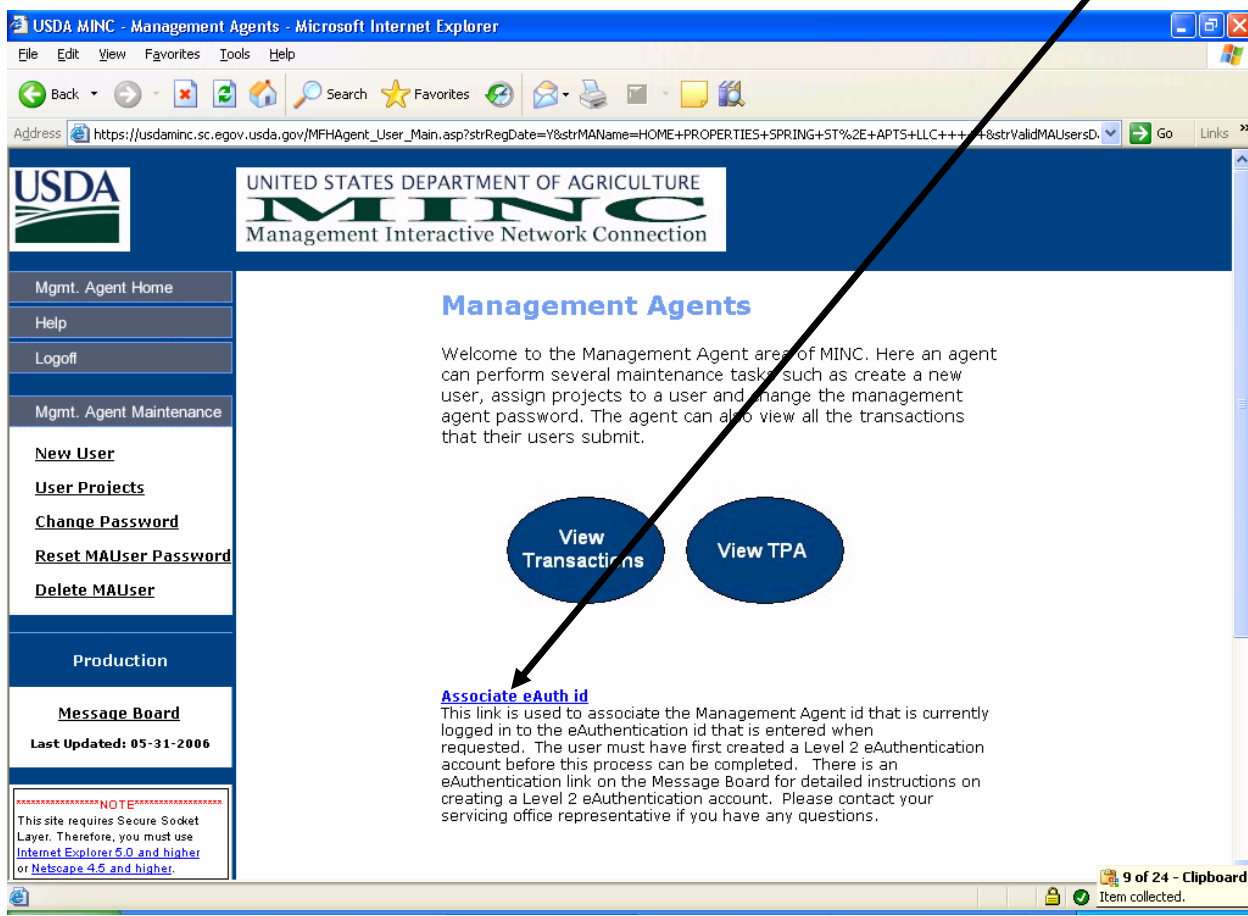
5. After you appear at the Servicing Office and the LRA approves your eAuth account, you receive an email indicating that your account has been granted Level 2 Access.



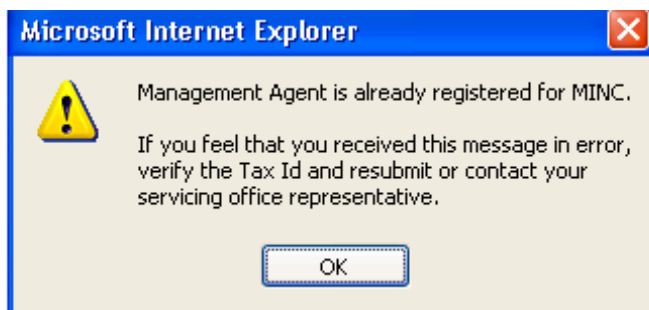
How do I associate my MINC account to my eAuth account?

After you have a Level 2 eAuth account, you must log into the account to associate it to your Management Agent/MA User ID. You can do this in one of the following ways:

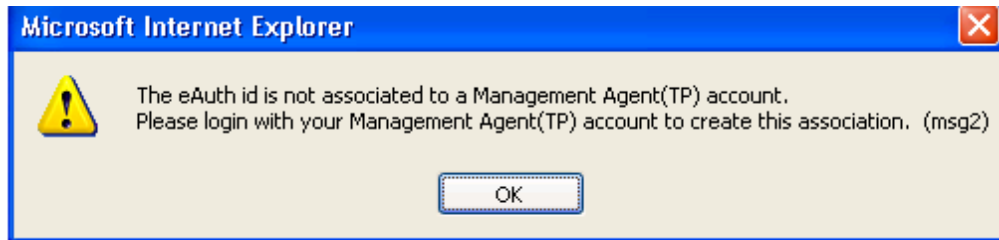
- a. **For Management Agents:** If you get Level 2 Access **before August 15, 2006**, select the **Associate eAuth ID** link on the Management Agents home page.



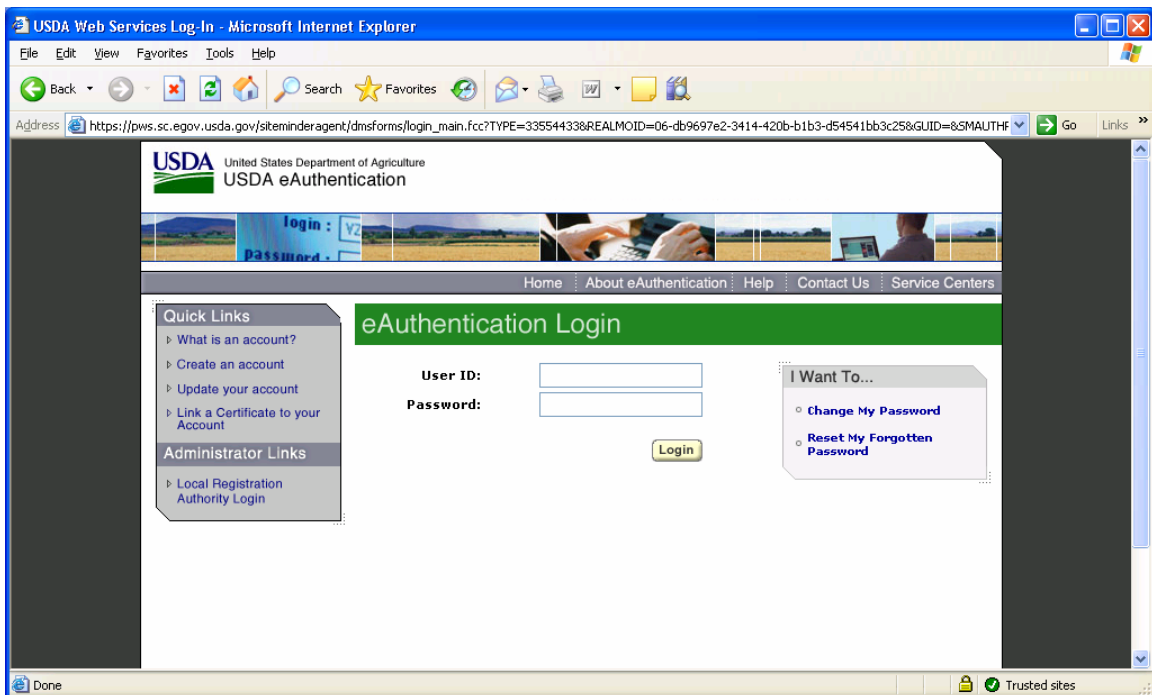
If you select this link and you previously associated your eAuthentication account, you should receive a message stating that your ID is already registered for MINC. No further action is required.



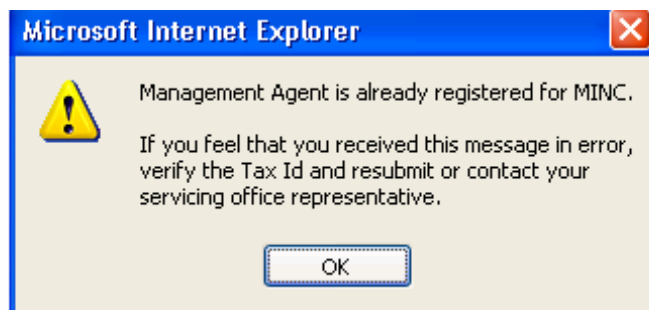
If you did not previously associate your eAuthentication account, the system displays a message stating that your eAuth ID is not associated to the account, and further prompts you to login with your existing account and password. Select OK to proceed.



The system displays the eAuthentication Login window. Enter your eAuth User ID and Password in the appropriate fields.



After you enter your eAuth ID and password, you should receive a message stating that your ID is already registered for MINC. No further action is required.



b.

For MA Users: If you get Level 2 Access **before August 15, 2006**, select the **Associate eAuth ID** link on the MA Users home page.

The screenshot shows the USDA MINC MA Users home page. The browser window title is "USDA MINC - MA Users - Microsoft Internet Explorer". The address bar shows "https://usdaminc.sc.egov.usda.gov/MFHAgent_User_Main.asp". The page header includes the USDA logo and the text "UNITED STATES DEPARTMENT OF AGRICULTURE MINC Management Interactive Network Connection".

MA Users

Welcome to the MA User area of MINC. Here the user can submit files with tenant transactions, submit individual tenant transactions and review all the transactions that they submit. The user can also perform a couple of maintenance tasks such as changing the name assigned to a user and change the user password.

Send Files to USDA **Fill-A-Form for USDA** **Review Transactions** **Project Worksheets**

NOTICE: MINC is now accepting 3560 budgets.

[Associate eAuth id](#)

This link is used to associate the MA User id that is currently logged in to the eAuthentication id that is entered when requested. The user must have first created a Level 2 eAuthentication account before this process can be completed. There is an eAuthentication link on the Message Board for detailed instructions on creating a Level 2 eAuthentication account. Please contact your servicing office representative if you have any questions.

MA User Home
Help
Logoff
MA Maintenance
[Change User](#)
[Change Password](#)
Production
[Message Board](#)
Last Updated: 05-31-2006

NOTE
This site requires Secure Socket Layer. Therefore, you must use [Internet Explorer 5.0 and higher](#) or [Netscape 4.0 and higher](#).

To view the help documentation

Done Trusted sites

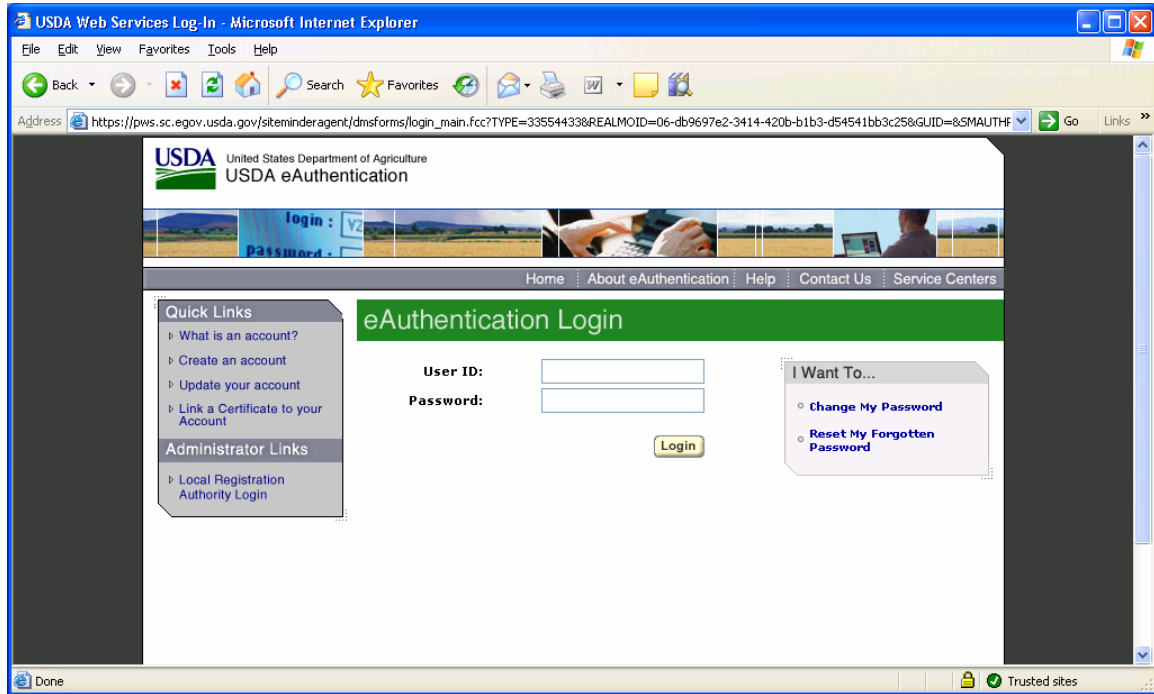
If you select this link and you previously associated your eAuthentication account, you should receive a message stating that your ID is already registered for MINC. No further action is required.



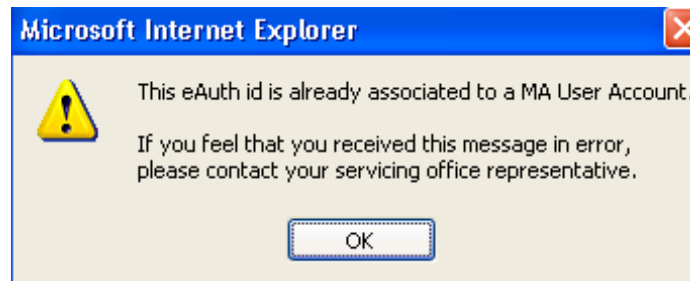
If you did not previously associate your eAuthentication account, the system displays a message stating that your eAuth ID is not associated to the account, and further prompts you to login with your existing account and password. Select OK to proceed.



When you select this link, the system displays the eAuthentication Login window that prompts you to login with your eAuth User ID and password.

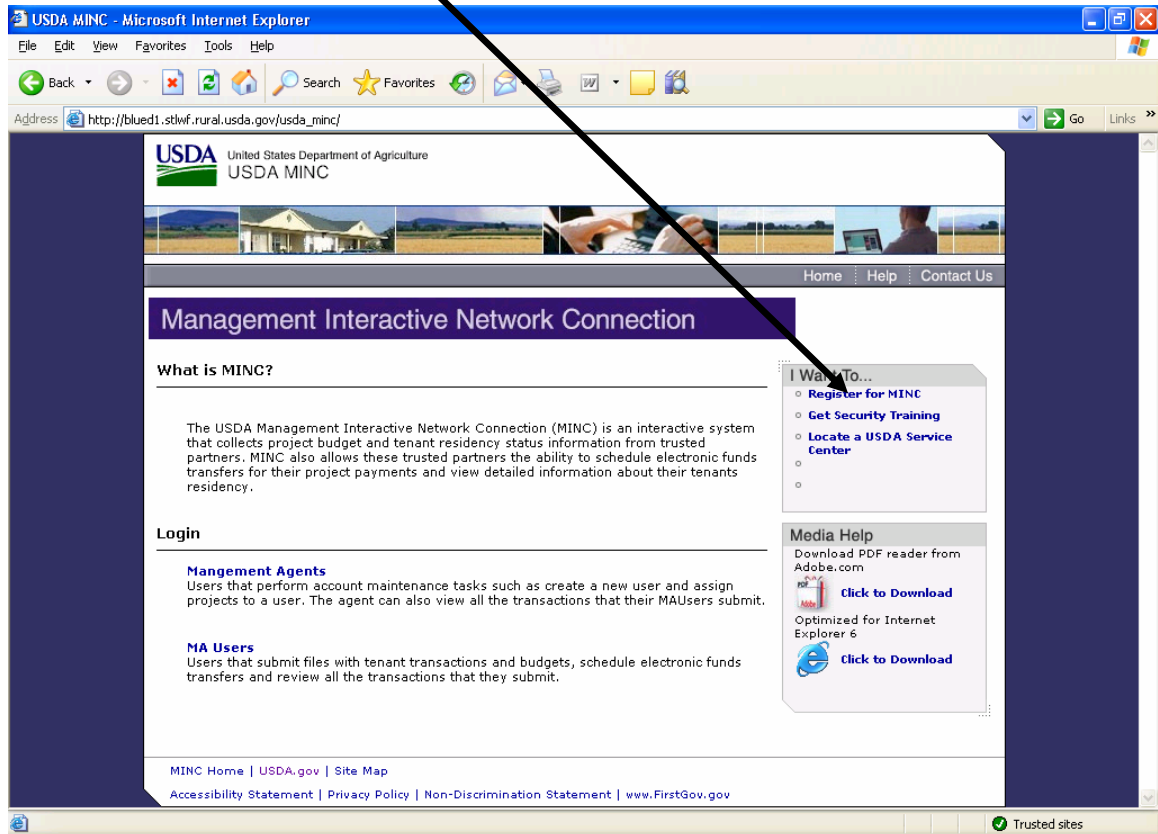


After you enter your eAuth ID and password, you should receive a message stating that your eAuth ID is already associated to a MA User account. No further action is required.



MINC Management Interactive Network Connection

Effective August 15, 2006, all users are required to have a Level 2 eAuthentication account. There is no change in how the system works. If you received the email indicating that your account has been granted Level 2 Access, but you have not yet associated it to your current TP or MA User ID, select the **Register for MINC** link on the right side of the MINC home page.



The system displays a page where you are required to enter your current MINC User ID and Password. Enter your current MINC User ID and Password in the applicable entry fields, and select **Login**. Both TP and MA Users should use this process.

MINC - MA User Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://bluewin.ch/rural.usda.gov/usda_minc/MFHPassWordLogin.asp?strUserId=8&strPage=default.asp&logverify=Y Go Links

USDA United States Department of Agriculture
USDA MINC

Home Help Contact Us

MA User Login

Enter Your User ID: *

Enter Your User Password: *

[Forgotten/Suspended Password](#)

* Required Field

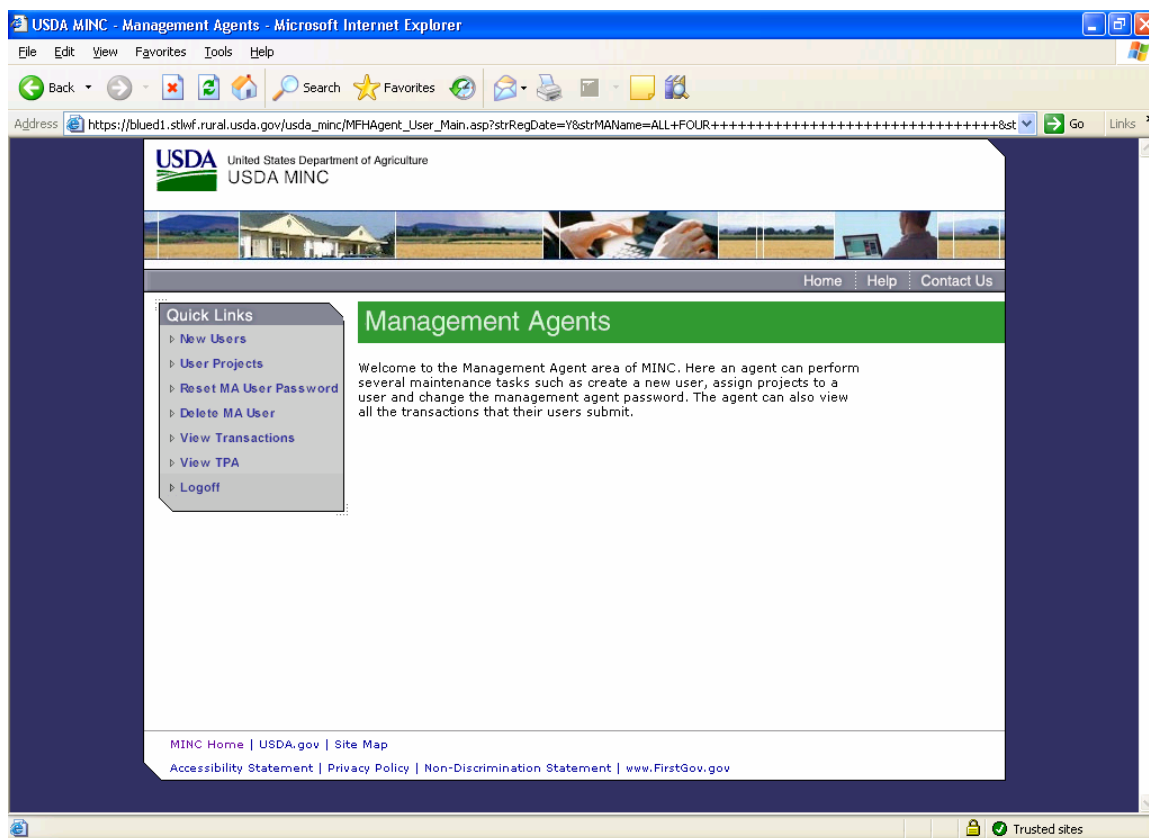
[MINC Home](#) | [USDA.gov](#) | [Site Map](#)
[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [www.FirstGov.gov](#)

Done Trusted sites

After you login, the system displays the home page appropriate for the role under which you logged in. Your account is now associated to your new id with Level 2 Access. From this point forward, you only use the eAuth ID and password to log into MINC.

MINC Management Interactive Network Connection

If you are a Management Agent, the system displays the Management Agents home page.



If you are an MA User, the system displays the MA Users home page.

